

DEPARTMENT OF THE ARMY  
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Information Management  
**CORRESPONDENCE/ADMINISTRATIVE PUBLICATIONS GUIDE**

1. Add the following sentence to paragraph (para) 1-15, page 1-9, as the first sentence: Individuals who sign correspondence FOR THE COMMANDER will ensure a reading file copy is provided to MCCS-IAD for inclusion in the CG Reading File.

2. Add the following to para 1-15, page 1-10:

j. Director of Logistics

k. Dean, AHS


3. Replace page F-1 with the enclosed revised page F-1.

(MCCS-IAW)

FOR THE COMMANDER:

OFFICIAL:

CHARLES E. DYER, II  
Colonel, MS  
Secretary of the General Staff

  
PAUL D. ANDERSON  
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Adjutant General

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**APPENDIX F - Signature Blocks**

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